

Commonwealth of Virginia Knowledge Center
Manager Updates

Step 1: Follow this trail: [Home](#) >> [My Workspace](#) >> [My Account](#) >> [Edit Profile](#) >> [Edit Contact Information](#)

Step 2: Click on the Manager Tab

Edit Contact Information

Edit Profile is where you enter information about you and your preferences when using the site. Click the workflow step you want to edit.

Contact

Manager

Organization

Job Title

Professional

Preferences

Account Notes

Step 3: Type in last name and first name of desired Manager and click search.

Select Manager

Enter a last name, first name or both and then click Search. Click the button next to the Information icon for any user to view more information about the user.

Current Manager None

Last Name

First Name

Step 4: Click the radio button beside the appropriate name and click select manager.

Records found: 3

		Last Name	First Name	Title	Location
	<input type="radio"/>	Craighead	Bill	Other	Richmond, VA
	<input type="radio"/>	Craighead	Bill	No job title	
	<input type="radio"/>	Craighead	Billy	No job title	, VA